Statement of Work

<u>Army Warfighting Study Support to the Center for Technology and National</u> <u>Security Policy (CTNSP)</u>

1. Background

CTNSP uses analytical techniques and tools; participates in scientific, technical, and policy advisory boards; and conducts seminars, conferences, and lectures to address:

- U.S. and allied military transformation initiatives
- New science and technology and its potential usefulness to U.S. military forces
- Non-traditional threats such as terrorism, insurgency, and weapons proliferation
- Global trends and plans for conflict reduction

The results of the above efforts are then documented in published books, papers, and articles; as well as in presentations.

2. Requirement

A Senior Researcher to provide study and research support is needed at CTNSP (within NDU), with expertise relating to combat capabilities of Army warfighting systems and small unit operations; designing and executing technical and operational experiments of advanced technologies with Warfighters and in operationally relevant environments; developing approaches for investment strategies for and the management of science and technology (S&T) efforts; human-system integration, and Army small unit operations.

3. Tasks

A. Demonstrate a methodology for determining the quality of Army S&T initiatives.

The Contractor shall:

Demonstrate components of Defense and Technology Paper (DTP) #55 "A
 Methodology for Assessing the Military Benefits of Science and Technology
 Investments". (See
 http://www.ndu.edu/CTNSP/index.cfm?secID=17&pageID=4&type=section)

2. Utilize output from one recent event (eg a "gedanken experiment") to assess an existing Army S&T initiative (i.e., Army Network Science CTA) to demonstrate the potential use of the assessment methodology.

¹ Background on this example will be provided upon request

- 3. Write a CTNSP Defense and Technology Paper (DTP) to document the activities of the assessment (DTP: 30-50 pages).
- 4. Develop a presentation to document the assessment (*Presentation: 10-15 slides*).
- B. Provide expertise and solve complex technical problems related to the assessment of the Army's basic research program.

The Contractor shall:

- 1. Design and implement a methodology to identify future Army Capabilities which may need to be addressed by the Army basic research program.
- 2. Compare the above analysis to the current Army basic research program and make recommendations, if any, for changes
- 3. Produce a manuscript providing significant expert content that CTNSP will include in a final report and a presentation (*Manuscript: 20-40 pages; Presentation: 10-15 slides*)
- C. Provide expertise and solve complex technical problems related Army Science, Technology, Engineering and Mathematics (STEM) initiatives.

The Contractor shall:

- 1. Provide expertise and solve complex technical problems related to Army STEM efforts, resulting in studies and reports.
- 2. Produce a manuscript providing significant expert content that CTNSP will include in a final report and a presentation (*Manuscript: 20-40 pages; Presentation: 10-15 slides*)

4. Technical Requirements

A. Past Performance

For past performance evaluation, Contractor shall provide proof of work within the same area of expertise over the last seven years as well as biographical information about the personnel suggested to support this project.

B. Production Capabilities

To effectively carry out this contract, Contractor must supply personnel with:

- 1. A minimum of a Master of Science degree in a science or engineering discipline.
- 2. Working experience with Army military operations (especially small unit operations), science and technology development processes, and system engineering and design.
- 3. Minimum 25 years of experience in assessing advanced military technologies, developing science and technology (S&T) investment strategies, and designing and executing tactical through operational demonstrations and experiments which include the use of integrated live-virtual-constructive simulations.
- 4. Subject matter expert on various Army S&T topic areas, including technologies for Army warfighting platforms/systems, Army Soldier and Squad systems, countering improvised explosive devices, modeling and simulation, and human-system integration
- 5. Knowledge and experience in simulation-based distributed training and testing in a Joint mission environment.
- 6. Knowledge of major DoD issues, such as stabilization and reconstruction, improvised explosive devices, and urban operations.

Resumes of proposed personnel to be submitted.

C. Project Management Plan/Quality Control

- 1. An effective project management plan and structure for performance of the work is presented in the proposal.
- 2. The Quality Control provides adequate measure to ensure quality and timeliness. Management of subcontracted effort is well planned and described.

D. Plan of Action and Statement of Understanding

- 1. Proposed plan of action for performance of the required work is comprehensive, implementable and creative in meeting the requirements of the scope of work.
- 2. Statement of understanding is consistent with the RFP and demonstrates the offeror's complete understanding of the work required under the contract.

5. Award

The Government's decision for award will be made on the basis of Lowest Price Technically Acceptable.

6. Travel

Cost reimbursable travel will be allowed for this contract. The contractor shall commit to 3 trips to outside the local area and 2 trips in the local area between contract facilities and various government, contract, and research facilities, on authorized travel. Dates and location of travel will be determined during the period of performance.

A. Cost-Reimbursable

A contractor who travels, shall be paid for by the government. Reimbursable cost will apply in accordance with the below specifications:

- 1. As directed by NDU Program Manager (PM), travel will be expected to satisfy varying Government requirements. Contractor shall only travel when it is pre-approved by Program Manager (PM) or Contracting Officer (KO) and money must be available/obligated for each order in anticipation of the travel. Travel shall be followed by a trip report and an expense report if the government is to reimburse the contractor for travel.
- 2. Travel in support of this contract will be performed on a cost-reimbursable basis. Travel reimbursement will be in accordance with the Joint Travel Regulation (JTR), Volume 2, Paragraph C6002, as applicable. Therefore, the only reimbursable allowable to the contractor shall be, as approved, food, lodging and necessary transportation (i.e. auto, rail and air. etc) as allowed for under the JTR. Contractors may not use GSA city pair contracts. The airfare shall be the prevailing rates for commercial airlines at tourist class. When required, the most reasonable means of ground transportation (i.e., taxi, bus, car rental) shall also be used.
- 3. Upon completion of the travel, contractors will provide a written trip report in MS Word format to the Program Manger (PM) as supporting documentation to validate the reimbursable costs with the monthly status report. The expense report will be submitted with the monthly invoice as a separate document.
- B. Trips information- Need to provide number of days or estimate and number of people or estimate for the travel.

- 3 OCONUS trips are expected
- 2 CONUS trips are expected

7. Deliverable/Deliverable Schedule

A. Develop a paper on technical issues associated with a current Army issue

The Contractor shall:

- 1. Identify unique capability gaps for particular Army topics. Each topic will be jointly selected by the contractor and the government.
- 2. Identify potential technical approaches for addressing the topics and their associated capability gaps. (Paper: 30-40 pages, for distribution to senior DoD officials and must be of publishable quality)
- B. Attend meetings and conferences, and support CTNSP-related activities.
 - 1. The Senior Researcher will attend meetings and conferences as required by the program manager, and support activities that are related to the above tasks. (est. 5-7 per year)

C. Monthly Status Report

- 1. Reporting requirements for the monthly status reports will be outlined at the initial kick-off meeting. It is expected that these will be required only for months in which there is activity under the contract and will include but not be limited to:
 - a. Description of work completed and plans for next month
 - b. Issues or obstacles impeding progress and recommended solutions
 - c. Status of deliverables

The COTR shall receive the Monthly Status Reports.

Deliverable Table

The table below delineates the deliverables and their respective due dates required during the performance of this task.

	Deliverable Description	<u>Due Date</u>
1	Publication/Presentation	within 160 working days of award
2	Report/Presentation	within 160 working days of award
3	Report/Presentation	End of Award
4	Meetings/Conferences	as requested & scheduled
5	Status Report	Monthly with invoice

8. SECURITY REQUIREMENTS

Secret level clearance will be required to perform this task.

9. PLACE OF PERFORMANCE

Services may be provided off-site, on-site, or a combination thereof, depending on program requirements. The Contractor will be available for meetings taking place at the National Defense University when and as required by the program manager.

10. PERIOD OF PERFORMANCE

The period of performance for this task order will be for 1 year from date of award.

11. CONTRACT TYPE

Firm Fixed Price.

12. GOVERNMENT FURNISHED PROPERTY (GFP)/INFORMATION (GFI)

No GFP will be required, however GFI will be provided to the contractor in support of the tasks and deliverables as deemed necessary by the PM. This will include results from previous, related studies and other pertinent information.

13. PROGRAM MANAGER INFORMATION

To be provide at award

14. POINT OF CONTACT (POC)

To be provide at award

15. NON-PERSONAL SERVICES STATMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards, outline in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in this effort may not be interpreted or implemented in any manner that results in any contractor or subcontractor employee creating or modifying Federal policy, obligating the appropriated funds of the United State Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.4 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

16. KEY PERSONNEL STATEMENT

The government has the right to approve the resume of the lead person on this contract, and to approve any changes to the person fulfilling this requirement that may occur during the life of the contract.